

Hours Not Worked Codes & Regulations



KPI Owner: Debbie Howell

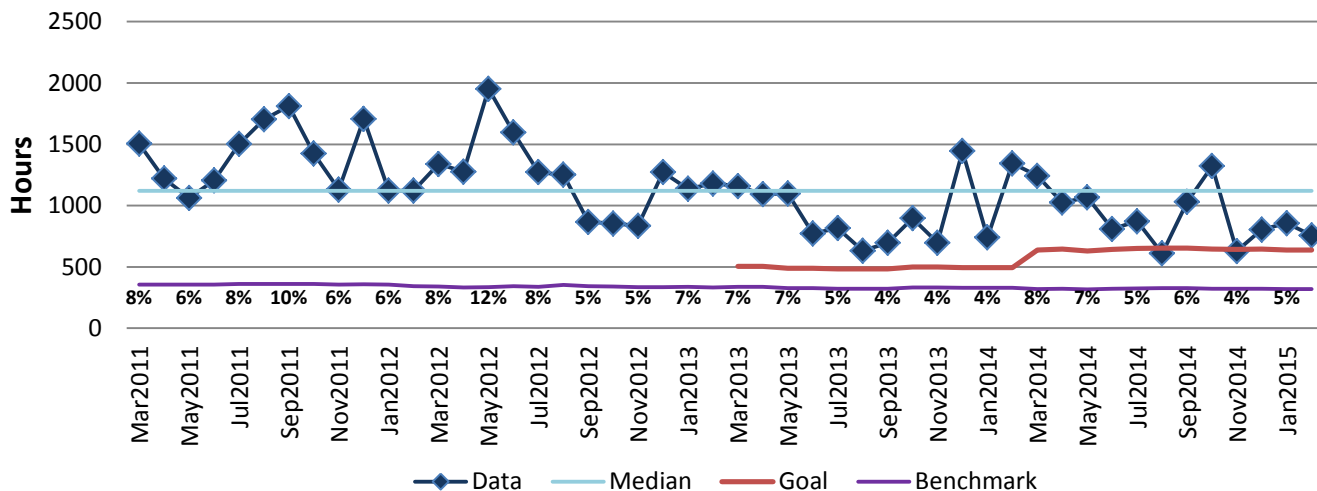
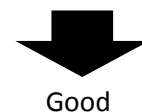
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: TBD Goal: Reduce hours not worked to 4% of the total hours earned in a month Benchmark: 2% of total hours earned	Data Source: PeopleSoft - Payable Time Goal Source: Department Leadership Team Benchmark Source: Bureau of Labor Statistics	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays) Why Measure: Better understand culture impact on employee attendance Next Improvement Step:

How Are We Doing?

Mar2014-Feb2015 12 Month Goal	Mar2014-Feb2015 12 Month Actual		Feb2015 Goal	Feb2015 Actual	
7,718	11,019		638	756	
Hours	Hours		Hours	Hours	

Hours Not Worked



Mar2014-Feb2015 Pareto Analysis

